

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Right of Way Permit Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises, manages and directs the activities in the Right of Way permits office. Coordinates the approval of special events in the city ROW. Provides technical guidance to field inspectors and explains policies and procedures to citizens and contractors. Assists in equipment purchasing.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides maintenance and supervision by offering technical guidance on complex tasks, scheduling labor, equipment, and materials, performing job cost estimates and performing minor field engineering and reviews traffic control plans and construction drawings for utility work and construction in the city ROW.
2	S	Performs administrative tasks by composing correspondence to citizens, other city agencies, and outside organizations, providing reports, establishing SOP's, and writing policies.
3	L	Provides customer service by meeting with customers to identify solutions to issues and providing information through civic league meetings, Code Academy, and presentations.
4	S	Assists purchasing by researching vendors, equipment, and materials and developing and writing specifications for equipment.
5	M	Reviews traffic control plans, construction drawings for utility work and construction in the City right of way.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience in ROW management and permits.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, surveys, reports, state codes, city ordinances, personnel policies, construction plans, technical manuals and research data at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and algebra at a college level.
Writing	Work requires the ability to write policies, standard operating procedures, correspondence to citizens and businesses at a college level.
Managerial	Managerial responsibilities include managing and directing the activities and resources associated with maintaining and inspecting the activities within the City ROW, providing technical guidance to field inspectors concerning complex jobs and issues.
Budget Responsibility	Researches documents, compiles data for computer entry, and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring work performance for a regular group of employees, including providing input on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, examining job or worksite, customer service
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, work site, field investigation
Lifting	O	Traffic cones, boxes, files, reports, documents
Carrying	R	Traffic cones, boxes, files, reports, documents
Pushing/Pulling	R	Traffic cones, boxes, files, reports, documents
Reaching	R	Supplies, paper, boxes, files, reports, documents
Handling	F	Supplies, paper, boxes, files, reports, documents
Fine Dexterity	O	Computer keyboard, calculator, typewriter
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Field inspection
Twisting	R	
Climbing	R	Equipment work
Balancing	N	
Vision	C	Computer, desk work, maps, work plans, observation of co-workers, reading, writing, driving
Hearing	C	Telephone, co-workers, citizens, meetings
Talking	C	Telephone, co-workers, citizens, meetings
Foot Controls	C	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, radio, motor vehicle, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Traffic safety vest, steel toe boots or shoes, hard hat

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)